

**Municipal Legislative and Executive
Powers and Duties Prescribed by Law**

Powers and Duties	Mayor	Manager	Borough Assembly	City Council	Comments	Authority
Adopt a conflict of interest ordinance			X	X		29.20.010(a)
Declare a conflict of interest if appropriate	X		X	X	Deputy Presiding Officer rules if mayor declares conflict	29.20.010(a)(1)
Rule on Conflict of interest	X				May be overridden by majority vote of governing body	29.20.010(a)(3)
Ensure reasonable public notice of meetings and			X	X		29.20.020
Provide for form and composition of its representation			X			29.29.070
Prescribe term of office			X	X	Must be done by ordinance and does not affect term of enacting official	29.20.150
Elect from among its members a presiding officer			X	X	In a borough that has adopted the manager form of government and in cities, the mayor serves as presiding officer	29.20.160(a)
Serve as presiding officer (chair) at meetings	X				In a borough that has adopted the manager form of government and in cities, the mayor serves as presiding officer	29.20.160(a)
Hold regular monthly meetings			X	X		29.20.160(b)
Call a special meeting	X		Only if 1/3 of the members agree	Only if 1/3 of the members agree		29.20.160(b)
Maintain a journal/public record of proceedings			X	X		29.20.160(e)

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Determine rules of procedure and order of business for conducting meetings			X	X	Must be done by ordinance	29.20.160(f)
Determine vacancy in an elected office			X	X	Must be done by ordinance	29.20.170; 29.20.280
Appoint a person to fill a vacant office	X only to certain boards or commissions with confirmation		X	X	Must be done within 30 days of when the office becomes vacant	29.20.180; 29.20.280; 29.20.310-320
Execute official documents	X	X				29.20.220
Elect a mayor from among its members				X only for second class city unless ordinance provides for public election		29.20.230
Take part in discussion of matters under consideration	X		X	X		29.20.250
Vote on all matters before the governing body	X unless a first class city or borough with manager form of government, then only to break a tie		X	X		29.20.160(d); 29.20.250
Veto	X unless a second class city or other exception in AS 29.20.270				Second class city mayor has no veto power	29.20.270
Override Veto			X	X	AS 29.20.270 prescribes time limits	29.20.270(b)
Fill vacancy on utility board	X					29.20.310
Appoint to boards and commissions	X and confirmed by governing body				except boards of adjustment and equalization	29.20.320
Establish municipal departments			X	X		29.20.400

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Establish personnel system and municipal departments and functions			X	X		29.20.360 -4 10
Adopt manager plan of government if approved by voters			X	X	Must be adopted by ordinance or resolution within 60 days of voter approval	29.20.460 - 480
Appoint Manager			X	X		29.20.490
Appoint, suspend, or remove municipal employees	X unless manager plan is adopted	X				29.20.500(1)
Supervise enforcement of municipal law	X unless manager plan is adopted	X				29.20.500(2)
Prepare and execute budget and capital improvement program	X unless manager plan is adopted	X				29.20.500(3)
Make monthly financial and operations reports	X unless manager plan is adopted	X				29.20.500(4)
Exercise custody of municipal property	X unless manager plan is adopted	X				29.20.500(5)
Perform all duties required by law and/or the governing body		X				
Serve as personnel officer	X unless manager plan is adopted	X				29.20.500(7)
Upon agreement of both parties, serve as borough and city manager		X				29.20.510
Adopt ordinances and provide for adopted code to be available to the public			X	X		29.25.010 - 050

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Maintain permanent record of adopted resolutions			X	X		29.25.060
Prescribe penalties for violation of a municipal ordinance			X	X		29.25.070
Prescribe rules for conducting an election			X	X		29.26.010 - 070
Order special election			X	X		29.26.170 - 180; 29.26.320
Determine salaries of municipal officials			X	X		29.20.620; 29.35.010
Establish rules for acquiring and disposing of interest in land			X	X		29.35.090
Establish rules for and adopt budget and capital improvement program			X	X		29.35.100
Provide for annual audit or financial statement			X	X		29.20.640; 29.35.120
File required reports with the state			X	X		29.20.640